

## **City Tax Increment Reinvestment Zone (TIRZ) Board Application for Appointment & Statutory Eligibility Forms**

### **Background**

The City of San Antonio first adopted Guidelines for the Tax Increment Financing (TIF) Program in 1998, based on the provisions of Chapter 311 of the Texas Tax Code, known as the TIF Act. The purpose of the TIF Program is for the City to assist in financing and enhancing needed public improvements and infrastructure in underdeveloped and blighted areas that meet the statutory Criteria for a Reinvestment Zone. The City Council approves projects within a targeted area that act as an economic stimulus to the surrounding areas by leveraging private investment for residential and commercial development.

When the City Council designates a Tax Increment Reinvestment Zone (TIRZ), the TIF Act requires that the Council establish a reinvestment zone board of directors. The City of San Antonio has, by ordinance, delegated all powers granted by the statute to the City to the Board of Directors, with the sole exception of TIRZ fund administration (See Ordinance No. 94468, passed and approved by the City Council on August 30, 2001).

**Instructions:** You may be eligible for appointment to more than one TIRZ based on your voter registration status, residence or property ownership; but you may only serve on two City Boards or Commissions simultaneously. Please review the attached forms to determine the TIRZ for which you are eligible to represent the City. Maps of each TIRZ, notice of current and anticipated vacancies, and additional background information is available at [www.sanantonio.gov/tif](http://www.sanantonio.gov/tif). Please call (210) 207-7796 or (210) 207-6615 if you require additional assistance.

You will be required to complete:

- “City Application for Appointment for Tax Increment Reinvestment Zones”
- Statutory Eligibility Form (Attachment I-A, I-B or I-C, depending on the respective Board)

Please be aware that the information you submit on these forms may be subject to verification during the application process. In order to be considered, the completed City Application for Appointment for TIRZ and Statutory Eligibility form must be submitted by the advertised deadline to:

City of San Antonio  
Office of the City Clerk  
100 Military Plaza, 2<sup>nd</sup> Floor  
P.O. Box 839966  
San Antonio, TX 78283-3966  
Fax: (210) 207-6938

**Review and Appointment Process:** All applications will be reviewed by the TIF Unit of the City’s Neighborhood Services Department for completeness and statutory eligibility. Eligible applications will be forwarded to the City Council for nominations. Individuals must be nominated by three members of the City Council in order to be interviewed and considered for appointment by the entire City Council. City Council members will submit their nominations, in writing, to the Office of the City Clerk, in the form of a memorandum with the three City Council members’ signatures. The City Council shall interview the nominees at a work session, prior to a vote on the appointments. Nominees must appear in person for the interview. If an individual is ill, out of town, or cannot appear in person, a written statement must be submitted to the Office of the City Clerk prior to the date of the interview, in order to be considered for appointment. An individual will not be considered for appointment if he/she fails to appear in person for the interview or fails to submit a written statement.

**City of San Antonio**  
**Application for Appointment**  
**For Tax Increment Reinvestment Zones**



Name of TIRZ Board to which you are applying (please see Attachment III for a list of names): \_\_\_\_\_

\_\_\_\_\_  
[Note: A person may serve on only two (2) City boards, commissions or committees at one time.]

Name: \_\_\_\_\_  
(Title) (Last) (First) (Middle)

Permanent Residence Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Preferred Mailing Address: \_\_\_\_\_  
[If different from above.] (Street) (City) (State) (Zip Code)

Preferred Phone and Fax: \_\_\_\_\_  
(Phone) (Fax)

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Are you qualified to vote in a City of San Antonio Election? \_\_\_\_ Yes \_\_\_\_ No

Are you a City of San Antonio resident? \_\_\_\_ Yes \_\_\_\_ No Length of residence: \_\_\_\_\_

In which City Council District do you reside? \_\_\_\_\_ Length of residence: \_\_\_\_\_

Have you ever represented any other private person, group or entity for compensation before the City Council or any department, commission, board or committee of the City within the last three years?  
\_\_\_\_ Yes \_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

Do you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City (this includes serving as an Administrative Aide to a Council member)?  
\_\_\_\_ Yes \_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

Do either you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?  
\_\_\_\_ Yes \_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

Name: \_\_\_\_\_

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Do either you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the TIRZ Board to which you are seeking appointment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Appointments to City Boards and Commissions include allowance for proper representation to reflect not only the ethnic makeup of the community, but also its gender makeup. As such, please complete the following optional information.

**ETHNIC CODE:** ☐

**W = Non-Minority**

**H = Hispanic\***

\* = Note that Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

**B = African American**

**P = Asian or Pacific Islander**

**O = Other**

**I = American Indian/Alaska Native Aleutian**

**GENDER CODE:** ☐

**M = Male**

**F = Female**

**Litigation:** Do you have any litigation pending or completed within the last 12 months, either personally or professionally, that would affect your ability to fulfill the functions of the board or commission, if selected?

\_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

**Convictions:** Have you ever been convicted of violating any federal, state or municipal law, regulation or ordinance? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, give details. Do not include traffic violations.

\_\_\_\_\_

\_\_\_\_\_

## **BACKGROUND**

Education: \_\_\_\_\_

\_\_\_\_\_

Professional: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Experience/Community Service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Areas of interest: \_\_\_\_\_

Name: \_\_\_\_\_

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Have you ever been hired for a position with the City? \_\_\_\_ Yes \_\_\_\_ No

If Yes, list the department(s) and dates below.

Department: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving City employment: \_\_\_\_\_

\_\_\_\_\_

Please specify membership on any other governmental Board/Commission/Committee.

\_\_\_\_\_

*List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities of which you are a member and/or officer and/or employed by, and give the title and dates of any position which you have held in such organization.*

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

**Stakeholder Perspective and Reasons for Seeking Appointment:** Please provide a brief narrative (a) stating the perspective you represent as a community or private stakeholder in this project, and (b) outlining your reasons for seeking appointment to this TIRZ board. Examples of stakeholder perspectives include: Developer Representative (including the developer, a family member, agent or employee of the developer, and a family member of an agent or employee of the developer); Neighborhood Association Representative (please give name of the association and office you hold, if any, in the association); Owner of Real Property within the TIRZ boundary (not including Developer Representative as described above); or At-large Business or Civic Representative (not including Developer Representative as described above). Résumé or additional information may be attached.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have read and understand the guidelines set out in Attachment I of this application.** The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FILE COMPLETED FORM WITH CITY CLERK'S OFFICE BY DEADLINE FOR PROCESSING:

City Clerk's Office  
City Hall, 2<sup>nd</sup> Floor  
P.O. Box 839966  
San Antonio, Texas 78283-3966  
Fax No. City Clerk's Office - (210) 207-6938

(Original copy will be on file in the City Clerk's Office for 12 months.)

**Note: All information provided herein or pursuant hereto is considered public record upon receipt.**

**TIRZ Board Statutory Eligibility for Tax Increment Reinvestment Zones  
Initiated Before September 1, 2001 by the City**

(#9 Houston Street, #11 Inner City)

For background information and maps of each TIRZ, please visit [www.sanantonio.gov/tif](http://www.sanantonio.gov/tif).

**Statutory Board Eligibility Requirements:** (Check ☒ the information that applies to you (*appropriate statutory eligibility criteria*) below and submit any supporting documentation as necessary to establish your eligibility. Please be aware that the information you submit on this attachment may be subject to verification during the application process. The information contained in this application is also subject to the Texas Public Information Act and may be disclosed to the public unless otherwise protected by law.)

1. \_\_\_\_ A qualified voter of the municipality; **OR**
2. \_\_\_\_ At least 18 years of age and own real property in the zone, whether or not the individual resides in the municipality.

**Supporting Documentation Required:**

**Section A. Age and Qualified Voter Information.** (Complete this section if you checked eligibility criteria #1 or #2 above.) Attach copy of your current voter registration, driver's license or other official documentation indicating your last name, first name, date of birth and permanent residence address. If your permanent residence address is not reflected in the documentation you provide, type or print such information below, including street address information, city and zip code.

(Permanent Residence Address)	(City)	(Zip Code)
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**Section B. Information of Owner of Real Property in the Zone.** (Complete this section if you checked eligibility criterion #2 above.) An owner of real property in the Zone must complete and sign this section. This can be you as an individual owner of real property in the Zone, or you as a qualified signatory of a corporation or other legal entity that owns real property in the Zone.

<b>Owner or Signatory:</b>  (Printed Name) (Phone Number)	<b>Other Information (if applicable):</b>  (Title of Signatory) (Name of Legal Entity)
<b>Address of Real Property in the Zone:</b> (Street) (City) (Zip Code)	
<b>Signature of Owner of Real Property in the Zone (or Owner's Signatory):</b>	<b>Date:</b>

**I have read and understand the request for information set out in this application attachment.** The foregoing and any attachments are true, accurate and complete; and I agree that any misrepresentations or omission of facts may result in my disqualification for appointment.

<b>Printed Name of Applicant:</b>	
<b>Applicant Signature:</b>	<b>Date:</b>

*Please call (210) 207-7796 if you have questions regarding this form.*

**As a Board member, you will be asked to adhere to the guidelines established by City Council, which include, but are not limited to, the following:**

**1. Section 160 of the City Charter:**

“OFFICERS TO HOLD OVER UNTIL THEIR SUCCESSORS ARE APPOINTED AND QUALIFIED.”

Whenever under the provisions of this Charter any officer of the City, judge or member of any board or commission is appointed for a fixed term, such officer, judge or member shall continue to hold office until his successor is appointed and qualified.

**2. Chapter 2, Article IX of City Code – Boards and Commissions Rules**

**Terms of Office (Sec. 2-530)** – Board members are appointed for a term of office of two (2) years. Board members are limited to serving no more than two (2) complete consecutive terms. After serving two (2) complete consecutive terms, members are ineligible for reappointment until they sit out a term of two (2) years.

**Attendance (Sec. 2-533)** – If a member's attendance at regularly scheduled meetings falls below 50% on an annual basis from the appointment date or a member misses three (3) regularly scheduled dates or a member misses three (3) regularly scheduled consecutive meetings, the member will be automatically removed from the board without any further action by the City Council. A member who is automatically removed from a board or commission for failure to meet the attendance requirement is ineligible to seek appointment to any board or commission for one calendar year from the date of the member's automatic removal.

**Financial Disclosure Report (Sec. 2-534)** – Board members shall be subject to the requirements set forth in the City's Ethics Code, as applicable to city officials. Board members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a financial disclosure report within the time required by the city's ethics code will be considered an automatic removal, without any further action by the City Council. A member who is automatically removed from the board for failure to file a Financial Disclosure Report is ineligible to serve on any other board or commission for a period of one calendar year from the date of the member's automatic removal.

**Resignations (Sec. 2-536)** - All resignations must be in writing, filed with the office of the City Clerk, and state the specific date of and the name of the board from which the member is resigning.

**Municipal Leadership Institute (Sec. 2-540)** – No individual is eligible for reappointment unless and until the individual has attended the Municipal Leadership Institute.

**3. Improper Economic Benefit**- An official or employee shall not take an official action that they should reasonably know is likely to affect the economic interest of:

- the official or employee;
- a parent, child, spouse or other family member within 2<sup>nd</sup> degree of consanguinity/affinity;
- a member of the official's or employee's household;
- the official's or employee's outside clients;
- the outside employer of the official or employee or of his or her parent, child (unless a minor), or spouse;
- a business entity in which the official or employee or his or her parent, child, spouse or other family member within the second degree holds an economic interest;
- a business entity or nonprofit entity for which the city official or employee serves as an officer or director or in any other policy-making position;
- a person or business entity with whom the official or official's spouse has negotiated employment in the last 12 months where negotiations are still ongoing;
- a person or business entity with whom the official or official's spouse has negotiated a business opportunity where the negotiations are still ongoing.

ATTACHMENT III – TIRZ LIST

**Tax Increment Reinvestment Zone (TIRZ) Numbers and Names**

Please see the Office of the City Clerk web site ([www.sanantonio.gov/clerk/boards/](http://www.sanantonio.gov/clerk/boards/)),  
or the TIF web site ([www.sanantonio.gov/tif](http://www.sanantonio.gov/tif)) for a list of current board vacancies.

TIRZ #02 - Rosedale

TIRZ #04 - Highland Heights

TIRZ #05 - New Horizons

TIRZ #06 - Mission del Lago

TIRZ #07 - Brookside

TIRZ #09 - Houston Street

TIRZ #10 - Stablewood Farms

TIRZ #11 - Inner City

TIRZ #12 - Plaza Fortuna

TIRZ #13 - Lackland Hills

TIRZ #14 - Sky Harbor

TIRZ #15 - North East Crossing

TIRZ #16 - Brooks City-Base

TIRZ #17 - Mission Creek

TIRZ #19 - Hallie Heights

TIRZ #20 - Rosillo Creek

TIRZ #21 - Heathers Cove

TIRZ #22 - Ridge Stone

TIRZ #23 - Meadow Way

TIRZ #24 - Palo Alto Trails

TIRZ #25 - Hunters Pond

TIRZ #26 - Rosillo Ranch